

DEMSN Program Requirements for Medical Document Manager in Castle Branch

Students are required to utilize Castle Branch, a platform that manages all NPU medical document requirements for the DEMSN program. It is recommended that students start collecting requested documents, scheduling physical exams and all lab work required as soon as possible.

These include

- ✓ Medical Document tracker with 18 health document requirements
- ✓ Background Check
- ✓ Drug screening test

IMMUNIZATIONS/LAB RESULTS

The following immunizations and lab results are required by the deadline listed in your Castle Branch medical document manager. All lab results should be in numerical value with reference ranges provided.

MMR-Measles (Rubeola), Mumps, Rubella

- Proof of vaccination series and IgG titer results (lab report required) *

Varicella (Chicken Pox)

- Proof of vaccination series and IgG titer results (lab report required) *

Hepatitis B

- Proof of vaccination series and Hep BsAB (Hep B surface antibody) titer results (lab report required) *

**If titer positive, but cannot show proof of original series of vaccines, student will need to repeat series and get new titer*

** If titer negative, but can show proof of original series of vaccines, student will need to repeat series and get new titer*

Tuberculin Skin Test (PPD) One of the following is required

- Two-step negative PPD test one to three weeks apart. If in the process of receiving 2-step test, wait to submit until you have had both tests administered
- Provide proof of 2-step baseline test and 2 consecutive annual negative tests (administered 10-12 months apart, with the most recent administered within the past 12 months)
- QuantiFERON Gold blood test – Acceptable in lieu of the two-step or annual PPD tests
- Thereafter documentation of a negative PPD/QuantiFERON Gold blood test is required annually.

Students with a positive PPD test must provide the following: 1) Positive PPD or QuantiFERON TB tests Clearance form completed by healthcare provider, **2)** clear chest x-ray report dated within the last year and after the positive PPD date and **3)** Thereafter, a QuantiFERON TB Gold test redrawn annually. Clearance form attached to requirement in Castle Branch for download.

Tdap (Tetanus, Diphtheria & Pertussis)

- Must provide proof of the Tdap vaccine in the past 10 years. **(The DEMSN program only accepts the Tdap).**

Influenza Vaccine

- Annual vaccination is mandatory. Must be administered during the current flu season (August-May). Documentation must include lot #, manufacturer, site location, expiration date). Form attached to requirement in Castle Branch for download.

COVID-19 Vaccine

- Vaccination is mandatory. Must provide COVID-19 vaccination card with dates of COVID-19 vaccines, vaccine manufacturer, vaccine lot number. Students must be fully vaccinated prior to the start of the program.

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ADDITIONAL REQUIREMENTS

- **CPR Certification** - Must be the American Heart Association BLS (Basic Life Support) for Healthcare Provider course. Students must submit the front and back of the card. Must be signed. eCards accepted. Needs to be renewed every two years.
- **Health Insurance** - Students must maintain continuous comprehensive health insurance coverage while enrolled in the DEMSN program. You must provide a copy of your current health insurance card. If your name is not on the card, you must provide documentation from the insurance carrier showing you are covered by the person listed on the policy.
- **HIPAA/Infection Control Certifications** - Students must complete these training modules through the ATI platform and provide Certificate of Completion documents. NPU will provide access to modules within 4 weeks of the start of the program.
- **Medical History Form** - Form must be completed and signed by student. *Form attached to requirement in Castle Branch for download.*
- **Physical Examination Form** – DEMSN form must be completed and signed by healthcare provider. *Form attached to requirement in Castle Branch for download.* If you received a physical exam within the last year, have your healthcare provider transfer the information to the DEMSN form
- **Additional Requirements** - Student acknowledges they are responsible for any additional health requirements required by a clinical location.
- **Clinical Site Drug Testing/Background Check** - Students acknowledge they are responsible for the cost of any additional drug testing/background check required by a clinical location.
- **Technical Standards** - Students must review the technical standards and sign, certifying they have read, understand and are able to meet the standards (with or without reasonable accommodation). *Form attached to requirement in Castle Branch for download.*

Background Check

- Background checks process automatically upon purchase of Castle Branch account*. If results raise concerns related to the nursing program, students will be contacted by DEMSN Program Director or designee. Background check must clear before the start of the program.

*You will receive an Illinois State Police Search Criminal Record Information Release form during the ordering process. Print form, complete, sign in ink, and returned to Castle Branch in order to start the Background Check. Electronic signatures not accepted.

Drug Screening Test

- Do not purchase until **4-6-weeks before start of program**. If purchased prior to this time, students will be required to purchase an additional drug test and will be responsible for the additional cost. Students must remain free from the use of alcohol or any illegal or decriminalized (marijuana) drug while participating in practicum experiences with any of NPU's affiliated agencies. Drug test must clear before the start of the program.

Should you have any questions or would like to request a virtual meeting to discuss the requirements, please contact Kathy Kowieski, DEMSN Clinical Coordinator at kkowieski@northpark.edu or 773-244-5697.